

November 9, 2016

Wednesday

9:00 AM - 9:25 AM

Canceled: November PMC Post-Meeting Call -- (b) (6)

UPDATE: Call postponed to pre-meet call for December PMC meeting.

Adding materials.

For 11/4 PMC post-meeting report out.

OARM, OEI, and OP – Please let me know who will dial in for your offices.

I did not receive final 11/4 meeting materials from the PMC last week as I normally do. So, the documents I shared for the 11/3 prep with Stan are the latest I have. If the materials come in, I will forward.

Thanks,

Diane

9:45 AM - 11:15 AM

ATDC Call -- Call in number is: 1 (b) (6)

11:00 AM - 11:30 AM

Follow-Up Discussion - Acquisition Enterprise Level Risk Action Plan -- DCRoomARN3330/DC-AR-OARM

Call-In Number: (b) (6)

Meeting will focus on EMC Meeting

11:30 AM - 12:15 PM

Transition Planning -- Matt's office - 3402

12:15 PM - 12:45 PM

hold for flynn

2:00 PM - 2:45 PM

Town Hall -- Green Room

2:30 PM - 3:00 PM

Post-Election Transition Call -- (b) (6)

Agency Transition Directors –

We will be having a post-election transition call on **Wednesday, November 9 at 2:30pm.**

You can join using the following dial-in (also listed as the 'Location'):

Participant Dial-In: (b) (6)

Participant Code: (b) (6)

Feel free to reach out with questions,

Andrew

November 9, 2016 Continued

Wednesday

4:45 PM - 5:00 PM

VTC Set - up -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO

5:00 PM - 5:30 PM

Audio/Video - DAA-DRA/Transition Update -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO - Call in number is: (b) (6)

November 10, 2016

Thursday

All Day

(b) (6) - Leave

12:30 PM - 1:15 PM

Transition Discussion -- 3500 North

1:00 PM - 2:00 PM

Canceled: Team Update Call in # (b) (6) -- 3233 WJC East

1:00 PM - 1:30 PM

Transition activities w/Surabhi -- 3513 B WJC North
Ct: Jacqueline Poole

3:30 PM - 4:00 PM

Transition - OGC check-in -- Shannon's Place

4:15 PM - 6:00 PM

Canceled: Transition Recap -- 2501 ARN

5:00 PM - 5:30 PM

Audio/Video - DAA/DRA - Transition Update -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO - Call in number is: (b) (6)
Ct: Laura Gentile

5:00 PM - 5:15 PM

VTC Set up -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO
Conference Title: DAA/DRA-Poole
Conference Id: (b) (6)
Numeric Id: (b) (6)
Date: 11/10/2016 - 11/10/2016
Time: 5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)
Conference Type: Automatic Connect
Conference Owner: Vitalien, Christal (aa\cvitalie)
Video Conference Master: OA DC WJCN Room 3530

Supplied Reference Information:

Reference Name: Audio Only Add On
Comment: If a site does not have access to a video unit, an audio bridge is available. Please provide your name and the audio conference code.

Audio Number: (b) (6)

Code: 2 (b) (6)

November 10, 2016 Continued

Thursday

Participant(s):

R4 Boardroom 14T63

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R01 Boston Mt Belknap

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

Audio-2 (b) (6)

R6 RA Conf Rm

(b) (6)

4:00 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

R10 Seattle 21 RA Conf Room (Tahoma)

(b) (6)

2:00 PM - 2:45 PM, (UTC-08:00) Pacific Time (US & Canada)

OA DC WJCN Room 3530

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R5 Room 1941 GCI

(b) (6)

4:00 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

R3 DRA Meeting Room

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R8 DRA Conf Rm

(b) (6)

3:00 PM - 3:45 PM, (UTC-07:00) Mountain Time (US & Canada)

November 11, 2016

Friday

All Day

Approve Time and Attendance - PLS

8:30 AM - 6:00 PM

VETERANS DAY HOLIDAY

November 12, 2016

Saturday

12:00 PM - 1:00 PM

Office Time

November 13, 2016

Sunday

12:00 PM - 1:00 PM

Office Time

November 14, 2016

Monday

All Day

(b) (6) - compress day

10:00 AM - 10:30 AM

HOLD - (b) (5)-DPP - Transition update -- 1426 West

12:00 PM - 1:00 PM

Lean Action Board Bi-Weekly Call (b) (6) - DCRoomWest1426/OPEI
Call-in number: (b) (6)

12:00 PM - 12:45 PM

DAA/DRA Follow-up Discussion re: Supervisory Position Classification -- 3330/3346 WJC-North and Video (b) (6)
Telephone Conference Line (b) (6) Conference Code: (b) (6)

This is a follow-up to the discussion started on Tuesday, October 18th.

November 14, 2016 Continued

Monday

You have successfully saved the following conference:

Conference Title: DAA/DRA Follow-Up Discussion

Conference Id: (b) (6)

Numeric Id: (b) (6)

Date: 11/14/2016 - 11/14/2016

Time: 11:45 AM - 1:00 PM, (UTC-05:00) Eastern Time (US & Canada)

Conference Type: Automatic Connect

Conference Owner: Vitalien, Christal (aa\cvitalie)

Participant(s):

R9 SF Havasupai 19310

(b) (6)

8:45 AM - 10:00 AM, (UTC-08:00) Pacific Time (US & Canada)

R7 Mobile C60-3 GCI

(b) (6)

10:45 AM - 12:00 PM, (UTC-06:00) Central Time (US & Canada)

R01 Boston Mt Chocorua

(b) (6)

11:45 AM - 1:00 PM, (UTC-05:00) Eastern Time (US & Canada)

R4 Boardroom 14T63

(b) (6)

11:45 AM - 1:00 PM, (UTC-05:00) Eastern Time (US & Canada)

2:00 PM - 3:00 PM

Prep for EMC -- 3530-WJCN

Hi all – This is the rescheduled meeting from Wednesday of this week.
Thank you for your patience! Best, Robin

Call in information:

(b) (6)

November 14, 2016 Continued

Monday

5:00 PM - 6:00 PM

(b) (6) 6pm

November 15, 2016

Tuesday

10:30 AM - 11:00 AM

OP OD Meeting - ODs only

11:40 AM - 12:00 PM

Shuttle bus - Potomac Yards

12:30 PM - 3:00 PM

FLAG Agenda -- Potomac Yards South - South S4350 - 2777 South Crystal Drive, Arlington, VA
Hi Jackie, FYI, for Shannon's calendar. This is the First Line supervisor mtg.

Sent from my iPhone

Begin forwarded message:

From: "Chintala, Marty" <Chintala.Marty@epa.gov>

Date: November 12, 2016 at 10:24:57 AM EST

To: "Germann, Sandy" <Germann.Sandy@epa.gov>

Cc: "Grantham, Nancy" <Grantham.Nancy@epa.gov>, "Debell, Kevin" <debell.kevin@epa.gov>, "Lubbe, Wendy" <Lubbe.Wendy@epa.gov>, "Schuller, Jennifer" <Schuller.Jennifer@epa.gov>

Subject: Re: FLAG Agenda - Transition

Hi Sandy,

Thanks for confirming. The time would be 12:30 pm on Tuesday, November 15.
The room is Potomac Yards South S4350.

Let me know if there are any issues.

Thanks,

Marty

Marty Chintala

Branch Chief, Habitat Effects Branch

Atlantic Ecology Division

November 15, 2016 Continued

Tuesday

27 Tarzwell Drive

Narragansett, RI. 02882

(401) 782-3155

Sent from my iPhone

On Nov 10, 2016, at 6:05 PM, Germann, Sandy <Germann.Sandy@epa.gov> wrote:

Hi Marty, Shannon would like to take the lunch slot. Could you confirm the time (12?) and location? Thank you!

Sandy Germann

US EPA Office of Policy

202-631-0272

germann.sandy@epa.gov

EPA Smart Growth [Facebook](#) | [Twitter](#)

From: Grantham, Nancy

Sent: Thursday, November 10, 2016 3:35 PM

To: Chintala, Marty <Chintala.Marty@epa.gov>; Debell, Kevin <debell.kevin@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>; Germann, Sandy <Germann.Sandy@epa.gov>

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: FLAG Agenda - Transition

Thanks Marty – I am looping Sandy Germann who will work with Shannon's office to see which time on Tuesday works best – the 9 to 10 slot or the lunch slot.

November 15, 2016 Continued

Tuesday

Thanks for accommodating this short notice request.

Thanks ng

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

(b) (6) mobile

From: Chintala, Marty

Sent: Thursday, November 10, 2016 3:02 PM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Debell, Kevin <debell.kevin@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>

Subject: RE: FLAG Agenda - Transition

Hi Nancy,

It looks like we could have some time between 9 AM to 10 AM on Tuesday November 15. Would that work? Or is it better to do it during lunch?

Thanks,

Marty

Marnita Chintala

Branch Chief, Habitat Effects Branch

Atlantic Ecology Division

November 15, 2016 Continued

Tuesday

27 Tarzwell Drive

Narragansett, RI 02882

401-782-3155

"You must be the change you wish to see in the world." Gandhi

From: Grantham, Nancy

Sent: Thursday, November 10, 2016 1:53 PM

To: Debell, Kevin <debell.kevin@epa.gov>; Chintala, Marty <Chintala.Marty@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>

Subject: RE: FLAG Agenda - Transition

Hi marty .. and thanks Kevin ..

I will check with Shannon on which day works best – likely Tuesday lunch and get back to you shortly. Thanks ng

Nancy Grantham

Office of Public Affairs

US Environmental Protection Agency

202-564-6879 (desk)

[REDACTED] ((mobile))

From: Debell, Kevin

Sent: Thursday, November 10, 2016 1:51 PM

To: Chintala, Marty <Chintala.Marty@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

November 15, 2016 Continued

Tuesday

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>

Subject: RE: FLAG Agenda - Transition

Hi Marty:

I just spoke with Nancy Grantham, who is included on this message. It sounds like Shannon could do 30 minutes, perhaps over lunch? I am leaving it to you and Nancy to connect and work out what might be possible. Thanks for your consideration!

Best,

Kevin

Kevin M. DeBell, Ph.D.

Associate Office Director, Office of Strategic Environmental Management

Acting Division Director, Evaluation Support Division

U.S. Environmental Protection Agency

Office of the Administrator / Office of Policy

1200 Pennsylvania Avenue NW (1807T)

William Jefferson Clinton Building West, Room 4104P

Washington, DC 20460

o 202 566 1931

c (b) (6)

debell.kevin@epa.gov

I'm always open to feedback on my performance and service. Please provide

your comments here: <https://www.surveymonkey.com/r/debellfeedback>. Your comments will be provided to me anonymously.

From: Chintala, Marty

Sent: Thursday, November 10, 2016 1:32 PM

To: Debell, Kevin <debell.kevin@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>

Subject: RE: FLAG Agenda

Hi Kevin,

I know it won't be Chris Robbins (he is my Acting DA) and I know he doesn't fly in until Wednesday morning so won't be available. Do you know when Nena would be available? We would have to shift things some, but let's see if and when she is available.

Thanks,

Marty

Marnita Chintala

Branch Chief, Habitat Effects Branch

Atlantic Ecology Division

27 Tarzwell Drive

Narragansett, RI 02882

401-782-3155

"You must be the change you wish to see in the world." Gandhi

From: Debell, Kevin

November 15, 2016 Continued

Tuesday

Sent: Thursday, November 10, 2016 1:29 PM

To: Chintala, Marty <Chintala.Marty@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>

Subject: RE: FLAG Agenda

Hi Marty:

I believe Nena was thinking that she or Chris Robbins would talk to the FLAG about the LAB. Is there still room for this? As for Shannon, I'm about to find out more and will share whatever I learn with you.

Best,

Kevin

Kevin M. DeBell, Ph.D.

Associate Office Director, Office of Strategic Environmental Management

Acting Division Director, Evaluation Support Division

U.S. Environmental Protection Agency

Office of the Administrator / Office of Policy

1200 Pennsylvania Avenue NW (1807T)

William Jefferson Clinton Building West, Room 4104P

Washington, DC 20460

o 202 566 1931

c (b) (6)

debell.kevin@epa.gov

November 15, 2016 Continued

Tuesday

I'm always open to feedback on my performance and service. Please provide your comments here: <https://www.surveymonkey.com/r/debellfeedback>. Your comments will be provided to me anonymously.

From: Chintala, Marty

Sent: Thursday, November 10, 2016 1:14 PM

To: Debell, Kevin <debell.kevin@epa.gov>; Lubbe, Wendy <Lubbe.Wendy@epa.gov>

Cc: Schuller, Jennifer <Schuller.Jennifer@epa.gov>

Subject: RE: FLAG Agenda

Hi Kevin,

The Lean Action Board was on the draft agenda and Nena was supposed to have someone contact us about timing and what to present. No one ever contacted us regarding the presentation (and we were not given a name for someone on the Lean Action Board who would do it), no one provided additional information during the time we gave FLAG to comment on the agenda, so we removed it from the agenda. Do you know who was expected to do that presentation?

Do you have any idea how much time Shannon Kenny might want for the discussion? I am chatting with Jennifer at 4PM today so we could talk about any possibilities.

Thanks,

Marty

Marnita Chintala

Branch Chief, Habitat Effects Branch

Atlantic Ecology Division

27 Tarzwell Drive

November 15, 2016 Continued

Tuesday

Narragansett, RI 02882

401-782-3155

"You must be the change you wish to see in the world." Gandhi

From: Debell, Kevin

Sent: Thursday, November 10, 2016 12:43 PM

To: Chintala, Marty <Chintala.Marty@epa.gov>

Cc: Lubbe, Wendy <Lubbe.Wendy@epa.gov>

Subject: FLAG Agenda

Hi Marty:

I hope you are doing well. I'm excited about participating in next week's FLAG meeting as AO's representative. I have a couple questions about the agenda...

- My understanding is that you may have spoken with Nena Shaw about including time on the agenda to discuss the Lean Action Board. I don't see that on the agenda and am wondering if there was some miscommunication that I could help address.
- I just received an indication from Shannon Kenny that she would be willing to speak with the FLAG about the presidential transition. Is the agenda flexible enough to accommodate that and, if so, when might be the best times for this?

I look forward to hearing from you.

Best,

Kevin

November 15, 2016 Continued

Tuesday

Kevin M. DeBell, Ph.D.

Associate Office Director, Office of Strategic Environmental Management

Acting Division Director, Evaluation Support Division

U.S. Environmental Protection Agency

Office of the Administrator / Office of Policy

1200 Pennsylvania Avenue NW (1807T)

William Jefferson Clinton Building West, Room 4104P

Washington, DC 20460

o 202 566 1931

c (b) (6)

debell.kevin@epa.gov

I'm always open to feedback on my performance and service. Please provide your comments here: <https://www.surveymonkey.com/r/debellfeedback>. Your comments will be provided to me anonymously.

2:30 PM - 3:30 PM

General

Our appointments have been scheduled

November 16, 2016

Wednesday

8:30 AM - 4:00 PM

Fall 2016 EMC Meeting -- Rachel Carson - Green Room - EPA

More specifics to follow regarding timing, agenda, and other details. For questions, please contact Eileen Naples or Derek Threet.

November 16, 2016 Continued

Wednesday

11:30 AM - 12:15 PM

Transition Planning -- Matt's office - 3402

2:45 PM - 3:45 PM

TRANSITION@EMC

5:00 PM - 7:00 PM

Post-EMC Gathering -- Elephant & Castle Restaurant
Please join us for a Post -EMC Gathering!

Location and directions to:

Elephant & Castle

American Restaurant

1201 Pennsylvania Ave NW

(202) 347-7707

November 17, 2016

Thursday

8:30 AM - 1:00 PM

Fall 2016 EMC Meeting -- Green Room

More specifics to follow regarding timing, agenda, and other details. For questions, please contact Eileen Naples or Matt Klasen.

8:30 AM - 10:30 AM

EMC budget discussion

3:00 PM - 3:15 PM

General w/Laura -- 3513 B WJC North

3:30 PM - 4:00 PM

Matt D General -- 3513 B WJC North

5:00 PM - 6:00 PM

Transition Discussion -- 2501 ARN

November 18, 2016

Friday

All Day

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November 18, 2016 Continued

Friday

All Day

(b) (6) bday

November 21, 2016

Monday

11:40 AM - 12:00 PM

Transportation -- COURTYARD

Your transportation request has been Updated.

Reason for update : Pick Up Time changed

Confirmation Number: 73627

Passenger Information

- Name: SHANNON KENNY/AA
- Number: 2025662670
- Pickup Time: 2016-11-21 11:40:00.0
- Pickup Location: COURTYARD
- Drop-Off Location: EEOB

Vehicle Information

- Tag: (b) (6)
- Vehicle Type: CAR
- Make : CHEVROLET
- Model : VOLT
- Color : BLACK

12:00 PM - 1:30 PM

ATDC Meeting -- EEOB 210/212

If you are planning to attend from offsite, please RSVP by COB 11/18 to ensure clearance into the building: <https://events.whitehouse.gov/form?rid=62D3CTFCBF>

You may enter through the visitor's entrance located on the corner of 17th St and State Place. Please bring a government issued ID and arrive early to get through security.

For questions/concerns, contact

(b) (6) <[\(b\) \(6\)](mailto:(b) (6))> or (b) (6).

November 21, 2016 Continued

Monday

1:30 PM - 3:00 PM

hold for lunch meeting

November 22, 2016

Tuesday

All Day

Enter Time

All Day

(b) - Leaving Early

(b) (6)

11:45 AM - 12:45 PM

Team meeting prep for pett -- 2nd fl

1:15 PM - 2:00 PM

Shannon -- East

3:45 PM - 3:50 PM

General w/Glen -- 3513 B WJC North

4:30 PM - 5:00 PM

Team check in -- 2nd fl

November 23, 2016

Wednesday

12:00 AM - 12:00 AM

(b) - AL

8:30 AM - 6:00 PM

(b) (6) not in office

10:00 AM - 10:30 AM

ABC Transition Call -- Call: See Registration Link
All -

We are holding a presidential transition call on Wednesday, November 23, at 10:00am EST. To register, please click this link: <http://ems6.intellor.com?do=register&t=2&p=601483>. You will then receive an email containing dial-in numbers and a personalized access code.

Feel free to reach out to (b) (6)

(b) (6) <[\(b\) \(6\)](mailto:(b) (6))> or (b) (6) with questions.

Thank you,

Andrew Mayock and Tim Horne

November 23, 2016 Continued

Wednesday

November 24, 2016

Thursday

All Day (b) (6) - AL Please See Above

8:30 AM - 6:00 PM THANKSGIVING HOLIDAY

November 25, 2016

Friday

12:00 AM - 12:00 AM (b) (6) - AL Please See Above

All Day Approve Time and Attendance - PLS

All Day (b) (6) - Out today

8:30 AM - 6:00 PM (b) (6) CWS

November 27, 2016

Sunday

All Day (b) (6) birthday!

November 28, 2016

Monday

All Day (b) (6) compress day

10:00 AM - 10:30 AM General -- 5426E WJCN

12:00 PM - 1:00 PM Lean Action Board Bi-Weekly Call (b) (6) DCRoomWest1426/OPEI
Call-in number: (b) (6)

12:00 PM - 12:30 PM General -- Reagan food court

3:00 PM - 3:30 PM Michelle p

November 29, 2016

Tuesday

9:00 AM - 10:30 AM

PPS Transition Director round table

10:30 AM - 11:30 AM

Hold for bob k

November 30, 2016

Wednesday

All Day

(b) (6) Telework

11:30 AM - 12:15 PM

Canceled: Transition Planning -- Matt's office - 3402

1:30 PM - 2:00 PM

Briefing on Building Blocks Program -- DCRoomARN3500/OPEI
Ct: John Thomas

December 1, 2016

Thursday

9:30 AM - 10:30 AM

AA/SOD Huddle -- WJC-N 3530

On behalf of John Reeder – quick huddle to have a chat about transition and other pending issues.

Best

Reggie

10:30 AM - 11:00 AM

General Discussion with Shannon K. -- WJC-N 3412

December 1, 2016 Continued

Thursday

11:00 AM - 11:45 AM

Transition General -- DCRoomARN3500/OPEI - Call in number is: (b) (6)

(b) (5)-DPP

12:00 PM - 12:30 PM

Matt D General -- 3513 B WJC North

1:30 PM - 2:00 PM

General w/Laura G. -- 3513 B WJC North

December 2, 2016

Friday

All Day

\$\$

All Day

(b) (6)

11:00 AM - 12:00 PM

Transition (b) (5)- -- DCRoomARN3500/OPEI - (b) (6)

11:00 AM - 11:30 AM

December PMC Planning Call -- Conf # (b) (6)

December PMC Planning Call

-

Purpose of Call: PMC staff to cover logistics for the December 9 PMC meeting. Draft agenda attached.

OARM, OEI, and OP – Please let me know who is calling in for your organization.

Thanks,

Diane

December 2, 2016 Continued

Friday

December 4, 2016

Sunday

All Day

(b) (6)

December 5, 2016

Monday

All Day

(b) (6) - AL

8:30 AM - 6:00 PM

(b) (6) CWS?

11:00 AM - 11:45 AM

Transition Briefing Prep -- (b) (6)

December 6, 2016

Tuesday

All Day

Enter Time

9:00 AM - 10:00 AM

HOLD

11:00 AM - 12:00 PM

Transition Briefing Prep -- WJC - N 3428 or (b) (6)

12:00 PM - 1:00 PM

Canceled: DAA Brown Bag Lunch -- DCRoomARN3330/DC-AR-OARM (Call in number: (b) (6))

1:30 PM - 2:00 PM

General -- 3513 B WJC North

4:00 PM - 6:00 PM

DO NOT SCHEDULE

December 6, 2016 Continued

Tuesday

6:00 PM - 7:00 PM

(b) (6)

December 7, 2016

Wednesday

10:00 AM - 11:00 AM

IESD Staff Weekly Meeting -- DCRoomWest4117C/OPEI
For agenda click [here](#).

11:15 AM - 12:00 PM

Transition Planning -- DCRoomARN3500/OPEI

December 8, 2016

Thursday

10:30 AM - 12:00 AM

Matt D General -- 3513 B WJC North

10:00 AM - 11:00 AM

Transition (b) (5)-DPP -- 3513 B WJC North

12:00 PM - 12:30 PM

Transition team check in -- 2nd floor

1:00 PM - 3:30 PM

Transition Training for Executives **attachments added** -- DCRoomARN3530
Sct: Tamika Burton, 564-4771

Please submit VTC location for this meeting invitation. Please submit by
Wednesday, November 30th by 9am.

This new "Ready to Act" training course, to be presented by the [Partnership for Public Service](#), is designed for career executives who are preparing to serve in "acting" political positions during this presidential transition.

- R1 would like to use Mount Belknap as our VTC

- R2 McCabe, Catherine (b) (6) (b) (6)

- R3 - DRA's Meeting Room

-R4 Boardroom 14T63 (b) (6)

-R5 – region 5 RA small conference room

- For Region 6, please have the VTC connection for RA Large Conference Room (b) (6)

- R 7 : Unit: R72AL09 (b) (5)

-R8 - DRA Conference Room Alias = (b) (6) VTC for Deb Thomas, Region 8

-R9, please connect us in Room 19333, Big Pine.

-R10, please connect R10 Seattle 21 RA Conference Room

- Mary Ellen Radzikowski with ORD, Personal Tandberg System

Audio: Call in (b) (6)

4:00 PM - 4:30 PM

Check-in w/Shannon -- 3513A

4:45 PM - 5:00 PM

VTC setup -- DCRoomARN3530CTB/DC-Ariel-Rios-AO (b) (6), MSIT

Computer Analyst\Bridge Technician--US EPA ITS-ACT IV Contractor

109 TW Alexander Drive
Durham, NC 27711
O: 919.541.7800

www.ecs-federal.com

***For online information about VTC support and OEI please visit:**

<http://cfistage.rtpnc.epa.gov/otop/video/index.cfm>

Thank you for the opportunity to provide you with Video Teleconferencing (VTC) Services. VTC services are provided to you through the Working Capital Fund (WCF). If you should have any questions concerning video teleconferencing services, please contact Michael Cordes at 202-566-1802 or Michelle Johnson at 202-564-4669.

You have successfully saved the following conference:

Conference Title: Transition Update

Conference Id: (b) (6)

Date: 12/8/2016 - 12/8/2016

Time: 5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

Conference Type: Automatic Connect

Conference Owner: Lindsey, Abdual (aa\alindsey)

Supplied Reference Information:

Reference Name: Audio Only Add On

Comment: If a site does not have access to a video unit, an audio bridge is available.

Audio Number: (b) (6)

Code:

Contact Information: Please monitor the use of your audio line. If you determine that audio only participants have not, or will not join your VTC, please

contact National VTC support at 919-541-7800 and have the audio line disconnected.

Participant(s):

R4 Boardroom 14T63

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R01 Boston Mt Belknap

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

Audio-(b) (6)

R3 DRA Meeting Room

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R6 RA Conf Rm

(b) (6)

4:00 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

OA DC WJCN Room 3530

(b) (6)

5:00 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R8 DRA Conf Rm

(b) (6)

3:00 PM - 3:45 PM, (UTC-07:00) Mountain Time (US & Canada)

R9 SF Big Pine 19333

(b) (6)

2:00 PM - 2:45 PM, (UTC-08:00) Pacific Time (US & Canada)

R5 Room 1941 GCI

(b) (6)

4:00 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

R7RA-SX20

(b) (6)

4:00 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

5:00 PM - 5:30 PM

Audio/Video - Transition Update - (b) (5)-DPP (b) (6)

- DCRoomARN3530CFB/DC-Ariel-Rios-AO; R4-RA-Conf-Rm/Sam-Nunn-Federal-Building-ATL

Please review the room we have listed for your region/office below and let poole.jacqueline@epa.gov know whether you need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm
- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room
- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

December 9, 2016

Friday

12:00 AM - 11:00 AM	Matt D General -- 3513 B WJC North Please See Above
All Day	Approve Time and Attendance - PLS
10:00 AM - 10:30 AM	TRANSITION: (b) (5)-DPP -- 1316 East NOTE: Changing time to 30-minute slot
10:30 AM - 11:00 AM	Private Appointment
11:00 AM - 12:00 PM	Private Appointment
11:00 AM - 12:00 PM	Private Appointment
12:00 PM - 12:30 PM	Private Appointment
1:30 PM - 2:30 PM	Private Appointment
2:30 PM - 3:30 PM	Private Appointment
3:30 PM - 4:30 PM	Private Appointment
3:30 PM - 4:30 PM	Private Appointment

December 12, 2016

Monday

All Day	(b) (6) compress day
All Day	Sarah Rees starts
9:30 AM - 10:00 AM	Check in Bill -- 3513 B WJC North
10:00 AM - 11:00 AM	TRANSITION discussion -- 3500 North
11:00 AM - 11:45 AM	HOLD CPP recognition event
12:00 PM - 1:00 PM	Lean Action Board Bi-Weekly Call (b) (6)

December 12, 2016 Continued

Monday

12:00 PM - 12:30 PM	Check in Mike -- 3513B WJC-North
12:30 PM - 1:00 PM	Check in AI -- 3513 B WJC North
1:30 PM - 2:15 PM	Private Appointment
2:15 PM - 3:15 PM	Private Appointment
3:15 PM - 4:00 PM	Private Appointment

December 13, 2016

Tuesday

10:30 AM - 11:30 AM	Private Appointment
10:30 AM - 11:00 AM	General w Nena -- 3513 B WJC North
11:00 AM - 11:30 AM	Transition -- 3402 WJC-N
11:30 AM - 12:00 PM	General w/Joel Scheraga -- 3513 B WJC North
11:30 AM - 12:00 PM	Private Appointment
1:00 PM - 4:00 PM	SES Candidate Development Program Interview Training -- In Person: WJC East B316 This training is one of three options for the SES CDP Interview Training. You only need to attend one of the three training times for the interview training. If you did not indicate a preferred training time please accept the invitation for your preferred training and reject all others. Materials attached to the invitation.
1:00 PM - 2:00 PM	Private Appointment
2:00 PM - 2:30 PM	TRANSITION: (b) (5)-DPP -- 1316 East NOTE: New date/time

December 13, 2016 Continued

Tuesday

2:30 PM - 3:30 PM Private Appointment

3:30 PM - 4:30 PM Private Appointment

3:30 PM - 4:30 PM Private Appointment

December 14, 2016

Wednesday

All Day (b) (6) - AL

9:30 AM - 10:30 AM Private Appointment

10:30 AM - 11:00 AM Private Appointment

10:30 AM - 11:00 AM Private Appointment

11:00 AM - 12:00 PM Private Appointment

11:00 AM - 11:30 AM TRANSITION: (b) (5)-DPP -- 1316 East

11:30 AM - 12:00 PM Private Appointment

11:50 AM - 12:30 PM Annual Holiday Pictures with the Administrator -- Administrator's office - 3000 South
Note:

Hi everyone,

Please feel welcome to join me to have your holiday photo taken with the Administrator. Below are some particulars to keep in mind:

- Please plan to enter the Administrator's office using the William Jefferson Clinton South side entrance – no cutting through the Alm Room. We will be asked to gather/wait in the Green Room prior to entering the Administrator's office for a photo. Upon exiting her office, we will be guided to the Deputy Administrator's office;
- The official EPA photographer – Eric Vance – will take the pictures. To keep things moving please do not bring your personal cameras, camera phones, etc.;

December 14, 2016 Continued

Wednesday

- Bring your badge to enter the Administrator's office and Green Room;
- Please note that there will not be a make-up date scheduled for photos– please arrive promptly;
- All photos will be posted on-line on EPA's multimedia site (<http://intranet.epa.gov/media/>) in approximately 3 to 4 weeks. Once they are posted, we will be able to to the website, select and download photos.

In addition, this year we will have the special opportunity to invite immediate family to take a picture with the Administrator between **4 p.m. – 6 p.m., on Wednesday, Dec. 14, 2016**. Slots for these family photos will be available on a first come first serve basis. Additional guidelines and instructions on how to register for a family photo will be included in a mass mailer that will be distributed shortly.

I look forward to seeing you there.
Laura

12:45 PM - 1:45 PM	Private Appointment
1:45 PM - 2:45 PM	Private Appointment
1:45 PM - 2:45 PM	Private Appointment
2:45 PM - 4:00 PM	Private Appointment
4:00 PM - 4:45 PM	Private Appointment

December 15, 2016

Thursday

All Day	senior leadership meeting (outgoing)
8:15 AM - 9:00 AM	Briefing Prep -- 3426C

December 15, 2016 Continued

Thursday

9:30 AM - 10:45 AM	Private Appointment
10:45 AM - 11:45 AM	Private Appointment
10:45 AM - 11:45 AM	Private Appointment
11:45 AM - 12:45 PM	Private Appointment
5:00 PM - 5:30 PM	Transition Weekly -- DCRoomARN3500/OPEI

December 16, 2016

Friday

All Day	\$\$
All Day	(b) (6) - Out of the Office
9:30 AM - 10:30 AM	Private Appointment
9:30 AM - 10:00 AM	(b) (5)-DPP -- 3513 B WJC North
10:30 AM - 11:30 AM	Private Appointment
10:30 AM - 11:30 AM	Private Appointment
11:30 AM - 12:45 PM	Private Appointment
11:30 AM - 12:30 PM	Private Appointment
2:45 PM - 3:30 PM	Team check in -- 3513 B WJC North
3:30 PM - 4:00 PM	Transition and (b) (5)-DPP -- 3513 B WJC North
4:00 PM - 4:30 PM	Transition (b) (5)-DPP -- 3500 North, Call in: (b) (6)

December 19, 2016

Monday

All Day (b) (6) - Out afternoon

All Day (b) - AL

All Day (b) - Out today

10:00 AM - 11:00 AM

Agency Transition Directors Working Group Meeting -- EEOB 210

Agency Transition Directors,

We have heard from a number of you it might be useful to provide a forum where you can learn from each other's experiences with your ART members and nominees. This is an **optional** working group session with agencies. If you cannot attend, you may send a substitute.

Please RSVP via WAVES by COB 12/16: <https://events.whitehouse.gov/form?rid=2MGTDPTPC9>

Thank you,

Andrew & Tim

11:10 AM - 11:30 AM

Transportation -- EEOB

Your transportation request has been confirmed.

Confirmation Number: 74081

Passenger Information

- Name: SHANNON KENNY/AA
- Number: 2025662670
- Pickup Time: 2016-12-19 11:10:00.0
- Pickup Location: EEOB
- Drop-Off Location: COURTYARD

Vehicle Information

- Tag: (b) (6)
- Vehicle Type: CAR
- Make : CHEVROLET
- Model : VOLT
- Color : BLACK

December 19, 2016 Continued

Monday

12:00 PM - 1:00 PM

OP Brownbag Wellness Seminar: Yoga for Your Desk/Workstation -- WJC West 1426

Please feel free to join your OP colleagues for "Yoga for Your Desk/Workstation" led by Angela Hackel, from our Office of Sustainable Communities - Thank you Angela!

This yoga class is intended for the workplace. Angela will walk us through different stretches that can be done at our work stations. There is no need for yoga mats as we will be using the chairs in the room. Also, there is no need to change into workout clothes (although pants are probably preferable over dresses and skirts for this activity). If you have any questions about what to expect from the seminar, please contact Angela at hackel.angela@epa.gov or 566.2977. We look forward to seeing you there.

December 20, 2016

Tuesday

All Day

Enter Time

7:00 AM - 7:30 AM

(b) (6) Out today

10:00 AM - 10:30 AM

transition check-in -- Matt's office

11:30 AM - 12:30 PM

Brown Bag -- DCRoomRRB31107-1/Ronald-Reagan-Building;

DCRoomRRB31107-2/Ronald-Reagan-Building

Location is Fish Bowl Conference Room, RRB 3rd Floor #31107 (Big conference room next to the receptionist desk)

12:00 PM - 1:30 PM

Materials and ROOM CHANGE for DAA/DRA Brownbag -- 3330 WJC-N

Colleagues,

I look forward to our meeting tomorrow, Tuesday, Dec 20 at Noon (eastern).

All Materials are combined in the attached email from Alison...just click

here.. 

objattph://"

Any questions...call Alison Kent 202/564-7645.

V/R

John E. Reeder

202 564 60832

December 20, 2016 Continued

Tuesday

1:00 PM - 2:00 PM

Private Appointment

2:00 PM - 3:30 PM

OCFO Winter Open House -- WJC-N 4406

It's that time of year again! Please join me for some merriment on **Tuesday, December 20 from 2:00pm to 3:30pm in WJC-N 4406**. You won't want to miss the special appearance by EPA's legendary musical sensation, The Warblers!

Hope you can make it!

David

2:00 PM - 2:45 PM

Private Appointment

2:45 PM - 3:15 PM

Private Appointment

December 21, 2016

Wednesday

12:00 AM - 12:00 AM

Kevin Debell - OSEM, Acting OD

All Day

(b) (6) Out

9:30 AM - 10:30 AM

Private Appointment

11:00 AM - 11:30 AM

Hiring

11:30 AM - 12:15 PM

Transition Planning -- Matt's office - 3402

December 22, 2016

Thursday

All Day Kevin Debell - OSEM, Acting OD
Please See Above

12:00 AM - 12:00 AM (b) (6) - AL

All Day (b) (6) Out

8:00 AM - 5:00 PM (b) (6) Out of the Office

8:30 AM - 6:00 PM (b) (6) OUT

December 23, 2016

Friday

12:00 AM - 12:00 AM Kevin Debell - OSEM, Acting OD
Please See Above

12:00 AM - 12:00 AM (b) (6) - AL
Please See Above

All Day Approve Time and Attendance - PLS

All Day (b) (6) Out

8:00 AM - 5:00 PM (b) (6) Out of the Office

8:30 AM - 6:00 PM (b) (6) OUT CWS

December 24, 2016

Saturday

All Day (b) (6) Out

December 25, 2016

Sunday

All Day (b) (6) Out

December 26, 2016

Monday

All Day (b) (6) - compress day

All Day (b) (6) Out

12:00 AM - 12:30 AM (b) (6) - Out today

12:30 AM - 1:00 AM (b) (6) Out today

8:00 AM - 5:00 PM (b) (6) Out of the Office

8:30 AM - 6:00 PM CHRISTMAS HOLIDAY

12:00 PM - 1:00 PM Lean Action Board Bi-Weekly Call (b) (6)

December 27, 2016

Tuesday

12:00 AM - 12:00 AM (b) (6) AL

All Day Bob Sachs, OSEM, Acting OD

All Day Leanne Nurse- Acting OD, Adaptation Staff

All Day (b) (6) Out

12:00 AM - 12:30 AM (b) (6) - Out today

7:00 AM - 7:30 AM (b) (6) - Out today

8:00 AM - 5:00 PM (b) (6) Out of the Office

December 27, 2016 Continued

Tuesday

12:00 PM - 2:00 PM

lunch

3:00 PM - 6:00 PM

(b) (6)

December 28, 2016

Wednesday

All Day

(b) (6) - AL

Please See Above

12:00 AM - 12:00 AM

Kime Green, OSEM, Acting OD

All Day

(b) (6) Out

12:00 AM - 12:30 AM

(b) (6) - Out today

8:00 AM - 5:00 PM

(b) (6) Out of the Office

December 29, 2016

Thursday

All Day

(b) (6) - AL

Please See Above

All Day

Kime Green, OSEM, Acting OD

Please See Above

12:00 AM - 12:00 AM

John Thomas - OSC, Acting OD

All Day

(b) (6) Out

12:00 AM - 12:30 AM

(b) (6) Out today

8:00 AM - 5:00 PM

(b) (6) Out of the Office

December 30, 2016

Friday

12:00 AM - 12:00 AM

(b) (6) - AL

Please See Above

December 30, 2016 Continued

Friday

12:00 AM - 12:00 AM	Kime Green, OSEM, Acting OD	Please See Above
12:00 AM - 12:00 AM	John Thomas - OSC, Acting OD	Please See Above
All Day	(b) (6) Out	
12:00 AM - 12:30 AM	(b) (6) Out today	
8:00 AM - 5:00 PM	(b) (6) - Out of the Office	
8:30 AM - 6:00 PM	(b) (6)	
7:30 PM - 9:00 PM	(b) (6)	Party size: 4
7:30 PM - 9:00 PM	(b) (6)	Party size: 4

December 31, 2016

Saturday

All Day	(b) (6) Out	
12:00 AM - 12:30 AM	(b) (6) - Out today	
11:00 AM - 1:00 PM	(b) (6)	

January 1, 2017

Sunday

All Day	(b) (6) Out	
12:00 AM - 12:30 AM	(b) (6) Out today	

January 2, 2017

Monday

All Day	(b) (6) Out	
12:00 AM - 12:30 AM	(b) (6) Out today	

January 2, 2017 Continued

Monday

12:30 AM - 1:00 AM	(b) (6) Out today
8:00 AM - 5:00 PM	(b) (6) - Out of the Office
8:30 AM - 6:00 PM	HOLIDAY - NEW YEAR

January 3, 2017

Tuesday

All Day	\$\$ - ALTERED
All Day	Enter Time
7:00 AM - 7:30 AM	(b) (6) Out today
12:00 PM - 1:00 PM	(b) (5)-DPP) Transition Discussion/Brown Bag Lunch -- DCRoomARN3330/DC-AR-OARM (b) (6)
4:00 PM - 4:30 PM	Hold for Tim H
4:30 PM - 5:00 PM	Hold for Catherine M

January 4, 2017

Wednesday

10:00 AM - 10:45 AM	Private Appointment
10:00 AM - 10:30 AM	Hold for Matt F
10:45 AM - 11:30 AM	Private Appointment
11:30 AM - 12:15 PM	Transition Planning -- Matt's office - 3402
11:30 AM - 12:00 PM	Private Appointment

January 4, 2017 Continued

Wednesday

1:00 PM - 1:30 PM

Landing team visit -- Shannon will call Deb

1:35 PM - 1:50 PM

Transportation -- Pickup Location: COURTYARD

Your transportation request has been confirmed.

Confirmation Number: 74175

Passenger Information

- Name: SHANNON KENNY/AA
- Number: 2025662670
- Pickup Time: 2017-01-04 13:35:00.0
- Pickup Location: COURTYARD
- Drop-Off Location: EEOB

Vehicle Information

- Tag: (b) (6)
- Vehicle Type: CAR
- Make : CHEVROLET
- Model : VOLT
- Color : BLACK

2:00 PM - 3:30 PM

Agency Transition Directors Working Group Meeting -- EEOB 248 || (b) (6)

We have heard from a number of you it might be useful to provide a forum where you can learn from each other's experiences with your ART members and nominees. This is an **optional** working group session with agencies. If you cannot attend, you may send a substitute.

Please RSVP via WAVES by COB 1/3: <https://events.whitehouse.gov/form?rid=7Y7H72DBVQ>

Please let (b) (6) know if you have questions or concerns at (b) (6) or (b) (6).

3:30 PM - 4:00 PM

Transportation -- Pickup Location: EEOB

Your transportation request has been confirmed.

Confirmation Number: 74176

Passenger Information

- Name: SHANNON KENNY/AA

January 4, 2017 Continued

Wednesday

- Number: 2025662670
- Pickup Time: 2017-01-04 15:30:00.0
- Pickup Location: EEOB
- Drop-Off Location: COURTYARD

Vehicle Information

- Tag: (b) (6)
- Vehicle Type: CAR
- Make : CHEVROLET
- Model : VOLT
- Color : BLACK

4:00 PM - 4:30 PM

Prep for (b) (5)- meeting

4:00 PM - 4:30 PM

Robin/Mike -- 3513 B WJC North

4:30 PM - 5:30 PM

Audio/Visual - Transition Discussion (b) (5)-DPP -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO - Call in number is: (b) (6)

FYI: If your location is not listed correctly please contact Jacqueline Poole. Thanks!

Hi, in lieu of our weekly Monday update, we'll get together on Thursday to check in. Hoping everyone will be back from the holidays and can join.

Your VTC on January 4th has been scheduled. Please see below.

Conference Title: Transition Discussion

Conference Id: (b) (6)

Numeric Id: (b) (6)

Date: 1/4/2017 - 1/4/2017

Time: 3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

Supplied Reference Information:

Reference Name: Audio Only Add On

Comment: If a site does not have access to a video unit, an audio bridge is available.

(b) (6)

Please monitor the use of your audio line. If you determine that audio only participants have not, or will not join your VTC, please contact National VTC support at 919-541-7800 and have the audio line disconnected.

Conference Title: Transition Discussion

Conference Id: (b) (6)

Numeric Id: (b) (6)

Date: 1/4/2017 - 1/4/2017

Time: 3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

Supplied Reference Information:

Reference Name: Audio Only Add On

Comment: If a site does not have access to a video unit, an audio bridge is available.

Audio Number: (b) (6)

Please monitor the use of your audio line. If you determine that audio only participants have not, or will not join your VTC, please contact National VTC support at 919-541-7800 and have the audio line disconnected.

Participant(s):

R4 Boardroom 14T63

(b) (6)

3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R01 Boston Mt Belknap

(b) (6)

3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

(b) (6)

R3 DRA Meeting Room

(b) (6)

January 4, 2017 Continued

Wednesday

3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R6 RA Conf Rm

(b) (6)

2:45 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

McCabe, Catherine

(b) (6)

3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

OA DC WJCN Room 3530

(b) (6)

3:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R8 DRA Conf Rm

(b) (6)

1:45 PM - 3:45 PM, (UTC-07:00) Mountain Time (US & Canada)

R9 SF Big Pine 19333

(b) (6)

12:45 PM - 2:45 PM, (UTC-08:00) Pacific Time (US & Canada)

R5 Room 1941 GCI

(b) (6)

2:45 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

January 5, 2017

Thursday

10:00 AM - 12:00 PM

AO Honor Awards Ceremony -- Green Room
Teammates

This invite is for leaders to help support the ceremony, please come early to be escort's, ushers or just help out as we recognize our AO teammates

Thanks
Reggie

January 5, 2017 Continued

Thursday

12:15 PM - 12:45 PM

Transition (b) (6) DCRoomARN3330/DC-AR-OARM

1:15 PM - 1:45 PM

Transition Update -- Room: 3513 B - Call in number is: (b) (6)

3:45 PM - 4:00 PM

Transition Update -- Shannon will call

4:00 PM - 4:30 PM

Matt D General -- 3513 B WJC North

4:30 PM - 4:45 PM

Transition follow up (b) (6) -- Shannn will call (b) (5)-DPP - Room: 3513 B

4:45 PM - 5:00 PM

FOIA -- 3513 B WJC North

January 6, 2017

Friday

All Day

Approve Time and Attendance - PLS

2:00 PM - 2:30 PM

Landing Team follow up -- Call: (b) (6)

January 9, 2017

Monday

All Day

(b) (6) compress day

12:00 PM - 1:00 PM

Lean Action Board Bi-Weekly Call (b) (6)

1:00 PM - 2:00 PM

Senior Staff -- Alm Conference Room

****Please **DO NOT** forward this calendar invitation. If you have any questions about this invitation please contact the Scheduling Office at scheduling@epa.gov. ****

(b) (6)

January 9, 2017 Continued

Monday

2:00 PM - 4:00 PM **SAVE THE DATE: Farewell Celebration for Acting Deputy Administrator Stan Meiburg -- EPA Green Room**

2:00 PM - 2:30 PM **Check in with ORPM -- DCRoomARN3530CTB/DC-Ariel-Rios-AO - Call in number is: (b) (6)**

2:30 PM - 3:00 PM **Check-in with Adaptation/Operations/Immediate Office -- DCRoomARN3530CTB/DC-Ariel-Rios-AO - Call in number is: (b) (6)**

3:15 PM - 3:45 PM **Budget Update -- 3513 A WJCN**

January 10, 2017

Tuesday

10:00 AM - 10:30 AM **Matt D General -- 3513 B WJC North**

10:30 AM - 11:00 AM **Badge Office -- LG will pick you up**

11:00 AM - 12:00 PM **FW: OSEM Biweekly Staff Meeting -- DCRoomWest1426/OPEI; DCRoomWest1428/OPEI**
-----Original Appointment-----
From: Debell, Kevin
Sent: Tuesday, December 20, 2016 8:44 AM
To: Debell, Kevin; OP-OSEM-Everyone
Cc: Mandolia, Michelle; Sylvan, Stephan; Sachs, Robert; Grossarth, Shari; Keene, Matt; Tyler, Tom; Walker, Sherri; Rivera, Reiniero; Heffelfinger, John; Comer, Lisa; Kane, Michael; Reed, Chris; Olender, Marc; Watson, Yvonne; Byrd, Darlene; Green-Goldsborough, Kimberly; Cannon, Rob; Saal, Erin; Poole, Laura; Wu, Tiffany
Subject: OSEM Biweekly Staff Meeting
When: Occurs every 2 week(s) on Tuesday effective 1/10/2017 until 12/26/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomWest1426/OPEI; DCRoomWest1428/OPEI

Call in information: Call-in number (b) (6)

January 10, 2017 Continued

Tuesday

11:30 AM - 12:00 PM

ORPM check-in -- 3513 B WJC North

12:00 PM - 1:00 PM

OP Wellness Brownbag Seminar: Mindful Meditation -- DCRoomWest1426/OPEI

Note:

Please feel free to join your OP colleagues for a lunchtime session of Mindful Meditation, led by Stig Regli, from the Office of Water - Thank you Stig! Also, thanks very much to Chitra Kumar, of the Office of Sustainable Communities, for making this session happen, along with Stig of course. If you have any questions about what to expect from the seminar, please contact Chitra at Kumar.Chitra@epa.gov or 564.2232. We look forward to seeing you there.

1:00 PM - 2:00 PM

OSC Weekly Staff Meeting Conference call in no# (b) (6)

-- DCRoomWest1426/OPEI

Agency

Matt/John

- Items from managers meeting

Transition Update - Shannon

Inaugural Week Schedule

Public Private Infrastructure Funding - Alix and Will

Stephania

- Georgetown Cool & Connected workshop

Alix/Geoff/Will

- Presenting on the community testimonials project (Alix/Geoff)
- Will and I will be presenting on the Purple Line (Will/Alix)

2:00 PM - 3:00 PM

General OSC -- 3513 B WJCN

January 10, 2017 Continued

Tuesday

3:15 PM - 3:30 PM

Call with Shannon Kenny and Michelle Pirzadeh -- Michelle will call Shannon at 202-566-2964

January 11, 2017

Wednesday

8:30 AM - 6:00 PM

(b) (6) CWS

10:00 AM - 11:00 AM

OPM Informational Call -- DCROOMWJCN3330Q

Kim – can you please add to my calendar and send in invite to John, Linda, Wes, Karen and Shannon Kenny. thanks

From: Robinson, Deborah M. [<mailto:Deborah.Robinson@opm.gov>]

Sent: Tuesday, January 10, 2017 10:25 AM

To: CHCOC <chcoc@opm.gov>

Subject: OPM Informational Call: Wednesday, January 11, 10-11 am

Good morning CHCOs and Deputies (via BCC),

Below is a message from Beth Cobert inviting you to an OPM informational call tomorrow from 10-11 am.

Thank you,

Debbie

Dear Colleagues,

The U.S. Office of Personnel Management (OPM) invites you to join an informational conference call regarding three recently released memos/guidance that are of interest to you and your workforce:

1. **Pay and Benefits for Noncareer Appointees Who Resign on Inauguration Day** [[link](#)]

2. Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointing Authorities [\[link\]](#)

3. Pay Freeze for Certain Senior Political Officials [to be released Tuesday, January 10, 2017]

To support agencies' transition needs, OPM has issued these documents as reminders of policies on pay, leave, and temporary appointments. These items will all be made available at www.chcoc.gov.

In support of the released guidance, we ask you to:

1) Join us for an informational call:

- **Date:** Wednesday, January 11, 2017
- **Time:** 10:00am - 11:00 am
- **Purpose:** Brenda Roberts (Deputy Associate Director for Pay and Leave), Steve Shih (Deputy Associate Director for Senior Executive Services and Performance Management), and I will provide an overview of the materials and field questions.
- **Dial-in:** A limited number of call lines will be available. We ask that you please dial in as an agency team from one line to the extent possible. Call-in number: (b) (6)

2) Email any questions or requests for additional information to:

pay-leave-policy@opm.gov for pay and leave inquiries and sers@opm.gov for matters pertaining to temporary appointments.

I look forward to speaking with you this Wednesday.

Thanks,

Beth

January 11, 2017 Continued

Wednesday

Beth Cobert

Acting Director

U.S. Office of Personnel Management

11:30 AM - 12:15 PM

Transition Planning -- Matt's office - 3402

3:00 PM - 4:30 PM

PLEASE NOTE NEW TIME: Celebration for Cynthia Giles -- EPA Green Room

January 12, 2017

Thursday

All Day

(b) (6) bday

9:30 AM - 11:30 AM

Farewell Celebration for Joel Beauvais and Ellen Gilinsky -- Green Room

Subject: SAVE THE DATE: Farewell Celebration for Joel Beauvais and Ellen Gilinsky

When: Thursday, January 12, 2017 9:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

Where: Green Room

10:00 AM - 10:30 AM

Check-in with OSC -- DCRoomWest1426/ OPEI Call in number is: (b) (6)

10:30 AM - 11:00 AM

Check-in with OSEM -- DCRoomWest1426/OPEI Call in number is: (b) (6)

11:00 AM - 11:30 AM

Check-in with NCEE -- DCRoomWest1426/OPEI Call in number is: (b) (6)

1:30 PM - 2:00 PM

Check In -- Shannon's Office

January 12, 2017 Continued

Thursday

2:30 PM - 3:00 PM

General w/Nicole -- 3513 B WJC North

3:30 PM - 5:00 PM

Farewell Celebration for Laura and Kevin -- WJC West 4128
Welcome everyone

Please feel free to invite others to join the festivities. We look forward to seeing you there!

Timeline

3:30 p.m. - 4:15 p.m.

Open House

4:15 p.m. - 4:35 p.m.

Colleagues are invited to offer a few words of well wishes to Laura & Kevin

4:35 p.m. - 4:45 p.m.

Brief remarks from Laura and Kevin

4:45 p.m. - 5:00 p.m.

Folks are welcome to stay for a bit then meet across the street at Del Frisco's afterwards

4:00 PM - 6:00 PM

Celebrating Partnerships: A Going-Away Party for Mark Rupp -- POV Rooftop at the W Hotel (entrance on F St @ 15th NW)

Updated: We'll be meeting from **4:00 p.m.** until 6:00!

EPA Colleagues –

January 12, 2017 Continued

Thursday

It's sad to think about, but Mark Rupp's last day here at EPA is fast approaching. We'd like to send him off with an informal gathering of all the folks here at EPA and beyond with whom he's forged a partnership.

Please join us on **Thursday, January 12** at the **POV rooftop bar** at the **W Hotel** (on F St, between 14th & 15th). We'll be there from **4:00 – 6:00 p.m.**, so please drop in any time...I know his heart would be warmed by your presence! I'm sure I didn't catch everyone, so please forward this invitation to others in your & Mark's circles who I inadvertently missed!

With many thanks and best wishes this holiday season,

Andrea Barbery, OCIR

202-564-1397

January 13, 2017

Friday

All Day

\$\$

11:15 AM - 11:30 AM

Transportation -- Pickup Location: COURTYARD

Your transportation request has been confirmed.

Confirmation Number: 74253

Passenger Information

- Name: SHANNON KENNY/AA
- Number: 2025662670
- Pickup Time: 2017-01-13 11:15:00.0
- Drop-Off Location: EEOB

Vehicle Information

January 13, 2017 Continued

Friday

- Tag: (b) (6)
- Vehicle Type: CAR
- Make : CHEVROLET
- Model : VOLT
- Color : BLACK

11:30 AM - 1:00 PM

ATDC Meeting -- EEOB 210 || (b) (6)

If you are planning to attend from offsite, please RSVP by **COB 1/11** to ensure clearance into the building: <https://events.whitehouse.gov/form?rid=Q76848WB76>

You may enter through the visitor's entrance located on the corner of 17th St and State Place.

Please bring a government issued ID and arrive early to get through security.

For questions/concerns, contact (b) (6) or (b) (6).

1:00 PM - 1:30 PM

Transportation -- Pickup Location: EEOB

Your transportation request has been Updated.

Reason for update : Pick Up Time changed

Confirmation Number: 74254

Passenger Information

- Name: SHANNON KENNY/AA
- Number: 2025662670
- Pickup Time: 2017-01-13 13:00:00.0
- Pickup Location: EEOB
- Drop-Off Location: COURTYARD

Vehicle Information

- Tag: (b) (6)
- Vehicle Type: CAR
- Make : CHEVROLET
- Model : VOLT
- Color : BLACK

January 13, 2017 Continued

Friday

2:00 PM - 2:30 PM	Update -- 3513 A WJC North
2:30 PM - 3:30 PM	John
3:00 PM - 3:30 PM	Check in -- 3513B
4:00 PM - 4:30 PM	Transition Check-in -- 3513B

January 16, 2017

Monday

All Day	(b) (6) bday
8:00 AM - 5:30 PM	MLK Holiday

January 17, 2017

Tuesday

All Day	Enter Time
All Day	(b) (6) - SL AM; Telework PM

9:00 AM - 11:00 AM	Hold for (b) (5)-DPP
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1:00 PM - 4:00 PM	321 Workgroup -- WJC-N 5415 / call-in = (b) (6) <u>FINAL REVISED</u> BACKGROUND MATERIAL ADDED BELOW: Initial interpretation of analytical requirements – Jan 17 DRAFT – REV B (2 pages)
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Note: the revised attachment reflects a slight further refinement implemented morning of Jan 17 ... please rely on the version marked “rev b” below and discard previous versions

Please note room change → WJCN 5415

321 Meeting – Draft Agenda:

1. (b) (5)-DPP

[REDACTED]

Meeting objectives:

(b) (5)-DPP

[REDACTED]

Background material:

1. (b) (5)-DPP

[REDACTED]

[REDACTED]

1:00 PM - 3:00 PM

Hold for OGC re: Murray

1:30 PM - 2:00 PM

Transition check-in -- 3513 B WJC North

2:00 PM - 2:30 PM

IG Report -- 3513 B WJC North - Call in number is: (b) (6)

4:15 PM - 4:45 PM

General/Discussion: Check-in -- WJC-N 3412
Sct: Tamika 564-4711

4:45 PM - 5:00 PM

VTC set-up -- DCRoomARN3330/DC-AR-OARM
Conference Title: Transition Update

Conference Id: (b) (6)

Numeric Id: (b)

Date: 1/17/2017 - 1/17/2017

Time: 4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

Conference Type: Automatic Connect

Conference Owner: Vitalien, Christal (aa\cvitalie)

Supplied Reference Information:

Reference Name: Audio Only Add On

Comment: If a site does not have access to a video unit, an audio bridge is available.

Audio Number: (b) (6)

Contact Information: Please monitor the use of your audio line. If you determine that audio only participants have not, or will not join your VTC, please contact National VTC support at 919-541-7800 and have the audio line disconnected.

Participant(s):

OARM DC WJCN Room 3330Q GCI

(b) (6)

4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R4 Boardroom 14T63

(b) (6)

4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R01 Boston Mt Belknap

(b) (6)

4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R3 DRA Meeting Room

(b) (6)

4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R6 RA Conf Rm

(b) (6)

3:45 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

OA DC WJCN Room 3530

(b) (6)

4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

R8 DRA Conf Rm

(b) (6)

2:45 PM - 3:45 PM, (UTC-07:00) Mountain Time (US & Canada)

R9 SF Big Pine 19333

(b) (6)

1:45 PM - 2:45 PM, (UTC-08:00) Pacific Time (US & Canada)

R5 Room 1941 GCI

(b) (6)

3:45 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

R7RA-SX20

(b) (6)

3:45 PM - 4:45 PM, (UTC-06:00) Central Time (US & Canada)

McCabe, Catherine

(b) (6)

4:45 PM - 5:45 PM, (UTC-05:00) Eastern Time (US & Canada)

(b) (6)

January 17, 2017 Continued

Tuesday

If you have Outlook installed on your computer, please open the attachment in this mail. The attachment will generate an appointment in your Outlook Calendar with a reminder 15 minutes before the meeting.

5:00 PM - 5:30 PM

Audio/Visual - Transition Update - (b) (5)-DPP n DCRoomARN3330/DC-AR-OARM - Call in number is (b) (6)

Please review the room we have listed for your region/office below and let poole.jacqueline@epa.gov know whether we need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm
- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room
- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

January 18, 2017

Wednesday

9:30 AM - 11:30 AM

(b) (5)-DPP

10:00 AM - 2:00 PM

Hold for hearing

January 18, 2017 Continued

Wednesday

3:00 PM - 3:30 PM

Check-in: Prep For Friday -- WJC-N 3425
Check-in Prep for Friday

teleconference: (b) (6)

3:30 PM - 4:00 PM

update on plans Fri-Sun -- SK office

4:00 PM - 4:30 PM

reg check in -- SK office

4:15 PM - 4:30 PM

VTC - Set-up -- 3346 WJC N OARM Large conference room

Conference Title: Transition Update

Conference Id: (b) (6)

Numeric Id: (b) (6)

Date: 1/18/2017 - 1/18/2017

Time: 4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

Conference Type: Automatic Connect

Conference Owner: Lindsey, Abdual (aa\alindsey)

Video Conference Master: OARM DC WJCN Room 3346 (3330 Mobile)

Supplied Reference Information:

Reference Name: Audio Only Add On

Comment: If a site does not have access to a video unit, an audio bridge is available.

Audio Number: (b) (6)

Contact Information: Please monitor the use of your audio line. If you determine that audio only participants have not, or will not join your VTC, please contact National VTC support at 919-541-7800 and have the audio line disconnected.

Participant(s):

R4 Boardroom 14T63

(b) (6)

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

R01 Boston Mt Belknap

(b) (6)

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

Audio-2 (b) (6)

OARM DC WJCN Room 3346 (3330 Mobile)

(b) (6)

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

R3 DRA Meeting Room

(b) (6)

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

R6 RA Conf Rm

(b) (6)

3:15 PM - 4:15 PM, (UTC-06:00) Central Time (US & Canada)

McCabe, Catherine

(b) (6)

January 18, 2017 Continued

Wednesday

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

OARM DC WJCN Room 3330Q GCI

(b) (6)

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

OA DC WJCN Room 3530

(b) (6)

4:15 PM - 5:15 PM, (UTC-05:00) Eastern Time (US & Canada)

R8 DRA Conf Rm

(b) (6)

2:15 PM - 3:15 PM, (UTC-07:00) Mountain Time (US & Canada)

R9 SF Big Pine 19333

(b) (6)

1:15 PM - 2:15 PM, (UTC-08:00) Pacific Time (US & Canada)

R5 Room 1941 GCI

(b) (6)

3:15 PM - 4:15 PM, (UTC-06:00) Central Time (US & Canada)

R7RA-SX20

(b) (6)

3:15 PM - 4:15 PM, (UTC-06:00) Central Time (US & Canada)

4:30 PM - 5:00 PM

Audio/Visual - Transition Update - (b) (5)-DPP Room: 3346 WJC North OARM Large Conference room - Call in number is (b) (6)

Please review the room we have listed for your region/office below and let poole.jacqueline@epa.gov know whether we need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm

January 18, 2017 Continued

Wednesday

- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room
- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

January 20, 2017

Friday

All Day

Approve Time and Attendance - PLS

All Day

INAUGURATION DAY